

Fort Devens Range Complex

Facility 11



Classroom

Standard Operating Procedures

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MEMORANDUM FOR PERSONNEL CONCERNED

SUBJECT: Standard Operating Procedures for Classroom, Facility 11

1. PURPOSE: To establish a Standing Operating Procedures (SOP) to be used during use of the Classroom, Facility 11.

2. APPLICABILITY: This SOP applies to all units using the Facility 11. All Officers in Charge (OIC) and Non-Commission Officers in Charge (NCOIC) will be familiar with the contents of this SOP and all other applicable references.

3. REFERENCES:

a. Army Regulation 385-63 and DA Pamphlet 385-63, Range Safety.

b. Fort Devens Regulation 350-3, 3-10d.

c. NFPA 101, Life Safety Code of the National Fire Protection Association (NFPA) 2012 Edition, 26.3.4.6 Carbon Monoxide Alarms and Carbon Monoxide Detection Systems.

4. SCHEDULING: Each unit will schedule Facility 11 through the Range Facility Management Support System (RFMSS) no later than 30 days in advance. This facility is designated as a instructional classroom.

5. ADMINISTRATIVE:

a. The classroom is located in building 4322 next to Echo Range on Dixie Road.

b. The classroom is equipped to support 40 personnel in a classroom setting with both male and female latrines.

c. The classroom consists of 20 tables, 40 chairs, Podium, Smart Board, 60" Flat Screen Television, Laptop computer with DVD capability, and surround sound speakers.

d. All deficiencies to the building or equipment must be reported to Range control.

e. The unit is responsible for cleaning the classroom, latrines, hallway and emptying all trash receptacles. Cleaning supplies are located in the cleaning closet and additional cleaning supplies can be obtained through range control.

- f. A Range Technician will inspect the building prior to clearing the unit and the classroom must be returned to original configuration (see classroom layout below).
6. GENERAL: Facility 11 Classroom Restrictions.
- a. At no time will food and or drinks be allowed on the podium or around any electronic equipment.
 - b. The classroom will not be used as a Tactical Operations Center (TOC).
 - c. Storage and guarding of weapons is unauthorized.
 - d. Ammunition Storage will NOT be accomplished in this building or its surrounding parking lot. The Ammunition Holding Area or on an operational range are the only authorized storage locations.
 - e. Sleeping in the classroom is strictly prohibited because it does not meet regulatory requirements with fire suppression and CO monitoring.
7. MEDICAL: MEDVAC will be IAW FD Regulation 350-3. If medical evacuation is required, the training unit will notify Range Control. If possible, the unit requiring an ambulance will have an escort vehicle at Range Control to meet the ambulance. If an escort is not possible, a guide will meet the ambulance out front of the classroom. The unit will complete DA Form 285 and turn in a copy to Range Control prior to clearing the facility and send a copy to the installation Safety Officer IAW DA Pamphlet 385-40.
8. COMMUNICATIONS: A telephone is located inside the hallway of the classroom. Range control can be reached at 978-796-2155/2723. DoD Police can be reached at 978-796-3333.
9. Point of contact this Standard Operating Procedure is the Range Staff. All recommended changes will be submitted in writing to the range officer for review and implementation.

Attachment
Classroom Layout

Keith M. Jackson
Range Officer

Classroom Layout



Classroom (Front)



Classroom (Left)



Classroom (Right)



Classroom (Back)

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